

## **Willoughby Hills Community Center Rental Fees**

**\*Effective 5.15.09**

### **O'Ryan Room \*\* (Capacity 160)**

Resident         \$300  
Non-Resident    \$450  
Security Deposit   \$100

### **Schaefer Room (Capacity 60)**

Resident         \$70  
Non-Resident    \$95  
Security Deposit   \$50

### **Lions Club Room (Capacity 100)**

Resident         \$110  
Non-Resident    \$175  
Security Deposit   \$100

### **Historical Room (Capacity 40)**

Resident         \$60  
Non-Resident    \$85  
Security Deposit   \$50

**\*\* For the O'Ryan Room *only*,  
we offer a 10% discount on  
rentals from Monday through  
Thursday.**

### **Building Hours**

Monday – Thursday   8:00 am - 10:00 pm  
Friday & Saturday    9:00 am - 12:00 am  
Sunday                9:00 am - 9:00 pm  
*(all events must end no later than 1 hour before  
close of building)*

- \* To qualify for Resident rate, Contract holder must be a Willoughby Hills resident, provide valid drivers license number and current utility bill, and must be present at the event. Payment and all event details must be facilitated through contract holder only. Non-residents are not permitted to use a resident's name for rental purposes.**

Rates include tables and chairs, and setup/take down of chairs by city employees. (Chairs & tables are provided by city).

A Security deposit of \$100 is required when booking the O'Ryan and Lions rooms, and \$50 when booking the Schaefer and Historical rooms, regardless of size of the event. Facility should be returned to the "pre-event" conditions.

O'Ryan Room and Lions Club room have full kitchens, with ovens/stoves/microwaves for warming and organizing of food. Kitchens have only appliances; no utensils, food or condiments. Full cooking is not permitted in either kitchen. Schaefer/Historical rooms have a kitchenette with only microwave and sink. *There is no refrigerator in the Schaefer and Historical rooms.*

An ice machine is available *only* in the O'Ryan Room kitchen. Those renting rooms other than the O'Ryan Room are responsible for providing their own ice.

All prices based on a 7-hour rental period. These 7 hours includes renter's set-up, event, and clean-up. Additional hours may be purchased up to one week before event for all rooms at \$25.00 per hour.

An additional fee of \$50.00 per ¼ hour will be applied at the discretion of the City's designated coordinator for renters who do not vacate the building within 15 minutes of the end of the agreed rental time. **EXAMPLE: Renter's agreement is from 12:00 noon until 7:00 pm. Renter fails to note time for clean-up. A charge of \$50.00 will begin at 7:15 pm, and an additional charge of \$50.00 would be added for each .25 hours (or \$200.00 per hour.)**

**Please review Community Center Operating Policies for more information.**